



Florida Community College at
Jacksonville



Associate in Applied Science in Medical Office Administration

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Required	Potential Credit
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English Composition (ENC 1101) [EN024A]

3.00

(This course embodies the fundamentals of effective expression with emphasis on the various forms of expository writing, logical and imaginative thinking, and reading for understanding. The course provides instruction in sentence structure, diction, organization of short essays, correct usage of standard American English and an introduction to documentation skills. FCCJ accepts the CLEP General Examination with Essay with a score at or above 50.)

{DANTES Code = 11.07.00}

Intermediate Algebra (MAT 1033) [MH047A]

3.00

(This course is designed for students who require additional skills in algebra before taking MAC 1105, MGF 1106, MGF 1107 or STA 2023. The major topics include sets, linear equations and inequalities with applications, absolute value, polynomials and factoring, algebraic fractions, rational expressions with applications, exponents, roots and radicals, quadratic equations with applications, relations and functions, graphs and systems of linear equations and inequalities with applications. Credit from college level testing may apply here.)

{DANTES Code = 14.01.04}

Human Relations (SOP 1002) [BU064A]

3.00

(Drawing from several areas of behavioral science, this course, designed for students in business and technical fields, is also suitable for general education and personal enrichment but not recommended for students who plan to major in psychology. The course includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Credit from college level testing may apply here.)

{DANTES Code = 03.13.04}

Human Anatomy & Physiology I (BSC 2085C) [BL021A]

4.00

(This course includes basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular and nervous systems; special senses and the endocrine system. Within Anatomy and Physiology I, these topics may or may not be covered in the sequence listed. May be filled with college level testing)

{DANTES Code = 16.12.05}

Humanities [FA99SA]	3.00
(Select from a list of several. Visit www.fccj.edu/prospective/programs/indexhtml for a complete listing and description of available courses. Credit from college level testing may apply here.) {DANTES Code = 08.06.00 or most 08.XX.XX series}	
Medical Terminology (HSC 1531)	3.00
(This course is designed to provide a basic working knowledge of medical terminology and medical abbreviations for students entering the health fields. The course will cover word analysis of the terminology for the various body systems and selected specialties, spelling of common medical terms and pronunciation of common medical terms.) {DANTES Code = 09.06.00}	
Keyboarding/Introduction to Word Processing (OST 1100)	3.00
(The major objectives of the course, designed for students who have little or no typewriting/keyboarding experience, are to learn the keyboard and to develop correct keyboarding techniques. The course introduces basic word processing concepts applied to reports, centered texts, letters, memos and tables.) {DANTES Code = 03.04.07}	
Word Processing I (OST 2771)	3.00
(This course includes concepts of word processing and text editing applications. It includes creating, saving, revising, editing, printing, and using special features in basic word processing files in a Windows environment. NOTE: Students without keyboarding skills may have difficulty completing assignments, and may not perform well on tests.) {DANTES Code = 03.04.00}	
Professional Development in the Work Environment (OST 1581)	3.00
(This course is designed to provide techniques for the development of people skills essential for job success. Topics include developing a professional image, ethics, time management, human relations and communications skills, organizational dynamics, employability skills, conflict management skills and money management.)	
Introduction to Information & Records Management (OST 1355)	3.00
(This course gives students an overview of records used in business, as well as various configurations of record-keeping systems. Students are made aware of how and why information of various types are stored on several kinds of media and how an information system functions. Career opportunities are presented. Emphasis is placed on international filing rules.) {DANTES Code = 03.04.04}	
Fundamentals of Business Communications (OST 1336)	3.00
(This course is designed to provide the foundation for effective business communications. It will focus on the fundamentals of English and the established standards of usage while emphasizing their importance in the business world. Students will learn listening and verbal skills, and how to	

format, proofread and edit documents.)
{DANTES Code = 03.10.12}

Computers in the Medical Office (OST 1464) 3.00

(This course is designed to provide students the skills required to manage patient, procedure and insurance information via the use of medical software in a medical office setting.)

Applied Business Communications (OST 2335) 2.00

(This course is designed to develop the communication skills necessary to speak and write clearly in a business environment. Students will compose business correspondence, develop and give an oral presentation, and develop effective verbal and nonverbal communication and listening skills.)

Introduction to Customer Service (OST 1384) 3.00

(This course is an introduction to the basics of customer service. Emphasis is on enhancing customer relation skills, building rapport with customers and improving communication and negotiating skills. Students will learn how to respond to customer requirements and to efficiently handle difficult situations.)

Office Systems Management (OST 2501) 3.00

(This course applies management principles to planning and controlling office systems. Emphasis is given to organization of office resources, leadership and motivation of office personnel, office environment and design of business information systems.)
{DANTES Code = 03.10.04}

Microcomputer Applications for Business & Economics (CGS 1100) 4.00

(This business oriented course will include training in Windows operating systems, word processing, financial spreadsheets, database applications, and a special topics section that will introduce presentation software, the Internet, World Wide Web browsers, e-mail, local area networks and other contemporary issues as time permits.)
{DANTES Code = 05.03.04 or 05.03.03}

Business Mathematics (OST 1324) 3.00

(This course consists of a mathematical treatment of financial problems arising in modern businesses. Fundamental mathematical processes are reviewed using electronic calculators. The course covers percentages, simple and compound interest, inventories, depreciation, payroll, commissions, taxes and other business-related topics. Spreadsheet applications are introduced.)
{DANTES Code = 14.02.01}

Keyboarding Skills/Speed Building (OST 1108) 3.00

(Computerized diagnostic tests will be used to identify weaknesses in keying speed and accuracy. Speed and accuracy studies will then be designed to build individual keyboarding skills. This course is designed for students who have previous keyboarding experience.)

Introduction to Medical Transcription (OST 1611) 3.00

(This course is an introduction to medical transcription procedures and practices. The objective is to provide the basic knowledge, understanding and skills required through actual transcription of a variety of medical reports. Medical specialties include, but are not limited to, reproductive, gastroenterology, pulmonology, cardiology, endocrine, nervous and urinary.)

Internship (OST 1942) 2.00**Professional Electives 3.00**

((Select one course from this category. Credit from military or professional experience may apply here.

First Responders: Emergency Medical Care (EMS 1059)

Applied Accounting (APA 1001)

Spreadsheet Concepts and Practices (CGS 2512)

Database Concepts for Microcomputer (CGS 2542)

Data Entry Applications (OST 1145)

Administrative Support Systems and Procedures (OST 2402)

Word Processing II (OST 2773)

Intership (OST 2946)

Visit the FCCJ website for a description of these courses.)

Excess or Dulicate Credit

TOTAL	63.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep

in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Florida Community College at Jacksonville (FCCJ) General Information

Florida Community College at Jacksonville is one of the leading providers of distance learning to the military. Distance Learning (DL) is simply learning from a distance, usually from home, or from a conveniently located off-campus site. DL allows adults to earn college credits, even entire degrees, without ever leaving home. DL at Florida Community College at Jacksonville makes use of the Internet, software, modems, TV stations, 2-way television using fiber optics, and digital phone lines, satellites, videocassette and audio tape, and the ever-popular mailbox, to deliver instruction.

As technology continues to become more accessible and more affordable, distance learning changes and evolves. Learners now have the opportunity to take classes without the necessity to attend regular, weekly lectures on campus. Online courses from all academic departments are available via Internet access. World Wide Ready courses at FCCJ are 100 percent online while other online courses require time and place-bound testing or orientation sessions. The FCCJ Class Schedule offers in-depth detail about online courses and identifies those that are 100 percent online. The Distance Learner Handbook is a rich resource for inquiry about distance learning at FCCJ.

A SOC Contract for Degree Completion with this institution may be entered after enrolling in the first course through them.

Tuition per course: \$66.40 per semester hour in-state, Tuition for Georgia residents \$127.55 per semester hour, and
\$249.85 per semester hour out-of-state (subject to change)

Application fee:

U.S. citizens \$15.00 one time only

International students \$80.00 one time only

This fee is a processing fee and is non-refundable.

To discuss your next step toward earning this degree with FCCJ, contact:

Chris Johnson
Advisor
FCCJ Open Campus
Military Education Institute
601 West State Street
Jacksonville FL 32202
Phone: 904-357-8890
Email: military@fccj.edu

Lauren Webb
Advisor
FCCJ Open Campus
Military Education Institute

601 West State Street
Jacksonville FL 32202
Phone: 904-632-5084
Email: military@fccj.edu

Visit the Military Education Institute web site: www.fccj.edu/mei

POLICY NOTES:

Transfer credit accepted by FCCJ may include up to 45 semester hours of non-traditional credit (American Council on Education recommended credit and college level testing - CLEP, DSST, Excelsior and FCCJ's Proficiency Examination Program (PEP) tests). Also, 25% of the degree must be earned via FCCJ (including distance learning courses).

Evaluation completed by: Charles Morrison

On: 17 May 2007